Career & Technical Education:
Business & Information Technology
Introduction

Today's business world demands that students leave our schools prepared to meet the needs of employers and colleges. Many people—parents, students, legislators, and even other educators—believe that CTE: Business & Information Technology programs are only for students who expect to pursue a career in business. In reality, however, these programs provide a foundation for success for **all students**, regardless of their ultimate goals in life. Business competencies are required in all professions, not only technical skills but also an understanding of business operations and the social contexts of employment settings that determine how specific skills are applied.

Great strides have been made in the preparation of students for the workplace and post-secondary activities. CTE: Business & Information Technology programs have changed dramatically to meet the needs of business today. Training has evolved from primarily clerical/secretarial training to the development of many related skills. Business now expects that persons understand the basic concepts utilized in all positions/professions. Increasingly, more management personnel are responsible for many of the tasks once assumed by a receptionist or secretary, while decision making/problem solving is necessary at all levels. CTE: Business & Information Technology programs are intended to provide students with situations which will allow them to experience those skills needed to succeed in the career and/or educational endeavors they pursue. Graduates of these programs should be prepared to understand the demands of others, to analyze rapidly changing events, and to formulate responsive, rational, and proactive approaches to decision making.

The CTE: Business & Information Technology Programs have been planned to allow students to prepare for careers in business while providing instruction that matches their abilities, interests, and personal qualities. The sequence of learning experiences offered will provide the opportunity for students to achieve their highest level of occupational competency.

Mission Statement for CTE: Business & Information Technology

The mission of CTE: Business & Information Technology in Indiana is to work cooperatively with the business community to prepare all individuals to live and work as productive citizens in a changing global society by providing essential business experiences, education, and training that will allow the student to have a greater chance of success in any career.

BUSINESS COOPERATIVE EXPERIENCE
(RELATED INSTRUCTION/ON-THE-JOB TRAINING)
(BCE)

5260

CIP Code: (Based on Student's Career Pathway)

Business Cooperative Experiences is a career and technical education business course that provides opportunities for students to gain skills and knowledge through on-the-job training and related classroom instruction. Time allocations are a minimum of fifteen hours per week of work-based learning and approximately five hours per week of school-based instruction. The classroom instruction may be a blend of both group and individual instruction planned and organized with activities focused on career objectives and on-the-job training. Instructional strategies may include in-baskets, minibaskets, LAPS, and workflow simulations. Students participating in these structured experiences will follow class, school, State, and Federal guidelines. Students will be paid in accordance with all State and Federal laws pertaining to employment. Credit will be granted for both the related instruction and on-the-job training. Business Professionals of America (BPA) is the co-curricular organization associated with this course, which provides students with the opportunity to participate/compete in business-related activities.

- Recommended Grade Level: 12
- Required Prerequisites: Computer Applications and/or Business Technology Lab I or II or 4 credits from other business courses
- Credits: Grades and credits for related instruction and on-the-job training experiences are reflected under one course title for a total of six credits for the year. If an articulation or dual-credit agreement is in effect, the student may receive credit from a post-secondary institution.
- Counts as a Directed Elective or Elective for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Course content standards and performance expectations and Indiana Academic Standards integrated at:
  http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business or marketing teacher must teach this course: http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business or marketing teacher: http://doe.in.gov/octe/
- Career Clusters: A recommended component for career pathways in the following Indiana career clusters:
  - Arts, A/V Technology & Communications
  - Business, Management & Administration
  - Finance
  - Government & Public Administration
  - Hospitality & Tourism
  - Human Services

- o Information Technology
- o Law, Public Safety, Corrections & Security
- o Marketing, Sales & Service
- o Science, Technology, Engineering & Mathematics
- o Transportation, Distribution & Logistics
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

BUSINESS TECHNOLOGY LAB I
(BUS TECH I)

5244

CIP Codes: 11.0601 Data Entry/Microcomputer Applications, General, 11.0602 Word Processing, 52.0399, Accounting and Related Services, Other 52.0401 Administrative Assistant and Secretarial Science, General, 52.0406 Receptionist, 52.0407 Business/Office Automation/Technology/Data Entry, 52.0408 General Office Occupations & Clerical Services, 52.0803 Banking and Financial Support Services,52.1201 Management Information Systems, General (Based on Student's Career Pathway)

Business Technology Lab I is a career and technical education business course. The business technology curriculum provides instruction using current technology with an emphasis on the integration and application of communication, employability, industry certification, math, and language arts skills. Educational experiences will be based upon the student's individual career and educational goals. Business Professionals of America (BPA) is the co-curricular organization associated with this course. Through BPA, students will have the opportunity to participate/compete in business-related activities. Instructional strategies may include in-baskets, minibaskets, LAPS, workflow simulations, and field experiences (job shadowing, mentoring, and/or internships).

- Recommended Grade Level: 10-11
- Required Prerequisite: Computer Applications; Recommended Prerequisite: Computer Applications, Advanced
- Credits: A two- to four-credit course over one school year
- Counts as a Directed Elective or Elective for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Course content standards and performance expectations and Indiana Academic Standards integrated at: http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business teacher must teach this course http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business teacher: http://doe.in.gov/octe/
- Career Clusters: A component for several career pathways in the Business, Management & Administration, Finance and Information Technology career clusters. A recommended component for career pathways in all Indiana career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

BUSINESS TECHNOLOGY LAB II
(BUS TECH II)

5240

CIP Code: 10.0303 Desktop Publishing and Digital Imaging Design, 11.0301 Data Processing and Data Processing Technology/Technician, 11.1004 Web/Multimedia Management and Webmaster, 22.0301 Legal Administrative Assistant/Secretary, 22.0302 Legal Assistant/Paralegal, 52.0204 Office Management & Supervision, 52.0207 Customer Service Management, 52.0302 Accounting Technology/Technician and Bookkeeping, 52.0402 Executive Assistant/Executive Secretary, 52.0501 Business/Corporate Communications, 51.0710 Medical Office Assistant/Specialist, 52.1299 Management Information Systems and Services, Other (Based on Student's Career Pathway)

Business Technology Lab II is a career and technical education business course. As a capstone program, this course prepares students for employment in business occupations and/or to continue study in a postsecondary institution. Educational experiences will be based upon the student's individual career and educational goals. Business Professionals of America is the co-curricular organization associated with this course. Through BPA, students will have the opportunity to participate/compete in business-related activities. Instructional strategies will include in-baskets, minibaskets, LAPS, workflow simulations, real world experiences, school-based enterprises, industry certification, and field experiences (job shadowing, mentoring, and/or internships).

- Recommended Grade Level: 11-12
- Required Prerequisite: Business Technology Lab I or 4 credits from other business courses
- Credits: A two- to four-credit course over one school year
- Counts as a Directed Elective or Elective for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Course content standards and performance expectations and Indiana Academic Standards integrated at: http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business teacher must teach this course http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business teacher: http://doe.in.gov/octe/
- Career Clusters: A component for several pathways in the Business, Management & Administration, Finance and Information Technology career clusters. A recommended component for career pathways in all Indiana career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

BUSINESS, MANAGEMENT, AND FINANCE
(BUS MT FIN)

5268

CIP Code: 52.0304 Accounting and Finance; 52.0305 Accounting and Business/Management; 52.0703 Small Business Administration/Management; 52.0901 Hospitality Administration/Management; 52.1908 Business and Personal/Financial Services Marketing Operations (Based on Student's Career Pathway)

Business, Management and Finance is a career and technical education business course that prepares students to plan, organize, direct, and control the functions and processes of a firm or organization and to perform business-related functions. Students are provided opportunities to develop attitudes and apply skills and knowledge in the areas of business administration, management, and finance. Individual experiences will be based upon the student's career and educational goals. Instructional strategies should include in-baskets, minibaskets, LAPS, field trips, guest speakers, Internet searches, simulations, internships, and cooperative ventures between school and community. Business Professionals of America (BPA) or DECA, an association of marketing students, are the co-curricular organizations associated with this course, which provide students with the opportunity to participate/compete in business-related activities.

- Recommended Grade Level: 10-12
- Recommended Prerequisites: Algebra I, Accounting I, Computer Applications
- Credits: A two- to eight-credit course over two to eight semesters
- Counts as a Directed Elective or Elective for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- For Accounting and Finance programs, use CIP Code 52.0304
- For Accounting and Business Management programs, use CIP Code 52.0305
- For Lodging Management programs, use CIP Code 52.0901
- Course content standards and performance expectations and Indiana Academic Standards integrated at: http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business or marketing teacher must teach this course: http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business or marketing teacher: http://doe.in.gov/octe/
- Career Clusters: A component for several career pathways of the Business, Management & Administration, Finance, Information Technology and Marketing, Sales & Service career clusters. A recommended component for career pathways in all Indiana career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

CAREER PLANNING AND SUCCESS SKILLS
(CPSS)

5254

CIP Code: 52.0299 Business Administration, Management, and Operations, Other (one)
52.9999 Business Management, Marketing, and Related Support Services, Other (two)

Career Planning and Success Skills is a career and technical education business course that is designed to address the knowledge, skills, and behaviors all students need to live, plan, and work successfully in today's society. This course includes exploring career clusters, developing leadership/teamwork skills, researching/collecting labor market data, and developing career plans. The employment process is explored through searching for employment opportunities, completing applications, developing resumes, participating in interviews, gaining job-survival skills, and understanding employee evaluations. Extensive practice in reading, writing, listening, and speaking skills is provided. Thinking skills such as decision making, problem solving, and reasoning are utilized through research, report writing, technical writing, and interpreting data. Instructional strategies should include use of the Internet to conduct career research, job shadowing, mentoring, field trips, projects, computer and technology applications, and cooperative ventures between school and community.

- Recommended Grade Level: 7-9
- Recommended Prerequisite: Digital Communication Tools and/or Keyboarding Proficiency
- Credits: A one- or two-credit course over one or two semesters. If offered as a two-credit course, the Digital Communication Tools standards should be used for the second semester
- Course content standards and performance expectations and Indiana Academic Standards integrated at:
  http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business or marketing teacher must teach this course: http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business or marketing teacher:
  http://doe.in.gov/octe/
- Career Clusters: A recommended component for career pathways in all Indiana career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

FINANCE ACADEMY
(FIN ACAD)

5258

CIP Code: 52.0304 Accounting and Finance; 52.0804 Financial Planning and Services; 52.0807 Investment and Securities; 52.1908 Business and Personal/Financial Services Marketing Operations (Based on Student's Career Pathway)

Finance Academy is a specialized sequence of business courses, which provide instruction in finance and business fundamentals as they relate to banks, credit unions, personal finance companies, and corporate credit departments. This course is based on the *National Academy Foundation Academy of Finance* program, which includes business management and entrepreneurship; communication and interpersonal skills; economics; and professional development foundations. Instructional strategies should include computer/technology applications, real and/or simulated occupational experiences, and projects.

- Recommended Grade Level: 10-12
- Recommended Prerequisites: Computer Applications and Algebra I
- Credits: A two- to eight-credit course over two to eight semesters
- A Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors diploma elective and directed elective course
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Course content standards and performance expectations and Indiana Academic Standards integrated at: http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business or marketing teacher must teach this course: http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business or marketing teacher: http://doe.in.gov/octe/
- Career Clusters: A component in several career pathways of the Business, Management & Administration and Finance Indiana career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

INFORMATION TECHNOLOGY IN A GLOBAL SOCIETY HIGHER LEVEL, INTERNATIONAL BACCALAUREATE

5242   *(ITGS H IB)*

Information Technology in a Global Society Higher Level, International Baccalaureate examines the interaction between information, technology, and society. Students develop an understanding of the advantages and disadvantages of new technologies as methods of expanding knowledge of the world at local and global levels. They analyze and evaluate the ethical considerations arising from the widespread use of information technology and are encouraged to recognize that people can hold diverse opinions about the impact of technology. The course also promotes an understanding of the social significance of information technology for individuals, communities, and organizations.
- Recommended Grade Level: Grades 11 and 12
- Credits: 4 semester course, 1 credit per semester
- Counts as an Elective or Directed Elective for the General, Core 40, Core 40 with Academic Honors, Core 40 with Technical Honors and International Baccalaureate diplomas
- A Career Academic Sequence, Career-Technical program or Flex Credit course
- Career Clusters: A recommended component for several career pathways in the Business, Management & Administration, Information Technology and Science, Technology, Engineering & Mathematics career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

INFORMATION TECHNOLOGY IN A GLOBAL SOCIETY STANDARD LEVEL, INTERNATIONAL BACCALAUREATE

5246   *(ITGS S IB)*

Information Technology in a Global Society Standard Level, International Baccalaureate examines the interaction between information, technology, and society and develops an understanding of the advantages and disadvantages of new technologies as methods of expanding knowledge of the world at global and local levels. Students gain an understanding of the social significance of information technology and recognize that people can hold diverse opinions about the impact of information technology on individuals and societies. The course also enables students to analyze and evaluate ethical considerations arising from the widespread use of information technology on all levels.
- Recommended Grade Level: Grades 11 and 12
- Credits: 2 semester course, 1 credit per semester
- Counts as an Elective or Directed Elective for the General, Core 40, Core 40 with Academic Honors, Core 40 with Technical Honors and International Baccalaureate diplomas
- A Career Academic Sequence, Career-Technical program or Flex Credit course
- Career Clusters: A recommended component for several career pathways in the Business, Management & Administration, Information Technology and Science, Technology, Engineering & Mathematics career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

INFORMATION TECHNOLOGY: INFORMATION SUPPORT AND SERVICES
(IT INFO SS)

5230

*CIP Code: 52.0411 Customer Services Support/Call Center/Teleservice Operation
52.0207 Customer Service Management; 11.0103 Information Technology; 11.0802 Data Modeling/Warehousing and Database Administration*

Information Technology: Information Support and Services is a career and technical education business and information technology course that will prepare students for careers in business and industry dealing with support and services in information technology. Students will gain the necessary skills to implement computer systems and deploy software solutions, provide technical assistance, and manage information systems with attention to security. Students will develop an understanding of IT professionalism including the importance of ethics, communication skills, and knowledge of the "virtual workplace." Skills needed to acquire related certifications will be an integral part of this program; e.g., Microsoft MOS, Novell CNA, CompTIA A+, Security+, etc. Essential skill and knowledge areas include but are not limited to: General Computer Usage Skills; Management Information Systems; Basic Network Systems; Basic Programming; Basic Interactive Multimedia Development; Business Skills; and Management Skills.

- Recommended Grade Level: 10-12
- Recommended Prerequisites: Algebra I, Digital Communication Tools and Computer Applications
- Credits: A two- to eight-credit course over two to eight semesters
- May be offered over a two- or three-year period by subtitling the course Beginning, Intermediate, or Advanced
- A Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors diploma elective and directed elective course
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Course content standards and performance expectations and Indiana Academic Standards integrated at: http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business or appropriate occupational specialist (CTE) license teacher must teach this course: http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business or appropriate occupational specialist teacher: http://doe.in.gov/octe/
- Career Clusters: A recommended component for several career pathways in the Business, Management & Administration, Information Technology and Science, Technology, Engineering & Mathematics career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

INFORMATION TECHNOLOGY: INTERACTIVE MEDIA
(IT INTMED)

5232

CIP Code: 11.0801 Web Page, Digital/Multimedia and Information Resources Design; 11.0803 Computer Graphics

Information Technology: Interactive Media is a career and technical education business and information technology course that will prepare students for careers in business and industry working with interactive media. Students will become competent in creating, designing, and producing secure interactive media products and services for business and industry. This program of study emphasizes the development of digitally-generated or computer-enhanced products using multimedia technologies. Students will develop an understanding of IT professionalism including the importance of ethics, communication skills, and knowledge of the "virtual workplace." Skills needed to acquire related certifications will be an integral part of this program; e.g., CIW (Certified Internet Webmaster) Foundations, Application Development, E-Commerce, Enterprise Development; Microsoft MCSD, Visual Basic, C/C++, Java, etc. Essential skill areas include but are not limited to: Animation; Media Design; Interactive Digital Media; GUI Interfaces; Instructional Application; Application Design; Authoring Languages; Audio/Visual Production; and Digital Imaging.

- Recommended Grade Level: 10-12
- Recommended Prerequisites: Algebra I, Digital Communication Tools and Computer Applications
- Credits: A two- to eight-credit course over two to eight semesters
- May be offered over a two- or three-year period by subtitling the course Beginning, Intermediate, or Advanced
- A Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors diploma elective and directed elective course
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Course content standards and performance expectations and Indiana Academic Standards integrated at: http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business or appropriate occupational specialist (CTE) license teacher must teach this course: http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business or appropriate occupational specialist teacher: http://doe.in.gov/octe/
- Career Clusters: A recommended component for several career pathways in the Business, Management & Administration, Information Technology and Science, Technology, Engineering & Mathematics career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

INFORMATION TECHNOLOGY: NETWORK SYSTEMS
(IT NET SYST)

5234

CIP Code: 11.0901 Computer Systems Networking and Telecommunications

Information Technology: Network Systems is a career and technical education business and information technology course that will prepare students for careers in business and industry working with network systems. Students will acquire skills needed to plan, design, install, maintain, and manage network solutions used in business and industry. Students will develop an understanding of IT professionalism including the importance of ethics, communication skills, and knowledge of the "virtual workplace." Skills acquired will assist students in obtaining related networking systems certifications; e.g., A+, Cisco CCNA and CCNP, Security+, Network+, Novell CNA and CNE, Microsoft MCSE, etc. Essential skill areas include but are not limited to: Computer Hardware Maintenance; Network Operations; Network Administration; Basic Network Design Theory; Network Troubleshooting; Network Security; and Wireless Communications.

- Recommended Grade Level: 10-12
- Recommended Prerequisites: Algebra I, Digital Communication Tools and Computer Applications
- Credits: A two- to eight-credit course over two to eight semesters
- May be offered over a two- or three-year period by subtitling the course Beginning, Intermediate, or Advanced
- A Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors diploma elective and directed elective course
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Course content standards and performance expectations and Indiana Academic Standards integrated at:
  http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business or appropriate occupational specialist (CTE) license teacher must teach this course:
  http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business or appropriate occupational specialist teacher: http://doe.in.gov/octe/
- Career Clusters: A recommended component for several career pathways in the Business, Management & Administration, Information Technology and Science, Technology, Engineering & Mathematics career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

INFORMATION TECHNOLOGY:
PROGRAMMING AND SOFTWARE DEVELOPMENT
(IT PROGSD)

5236

CIP Code: 11.0201 Computer Programming/Programmer, General

Information Technology: Programming and Software Development is a career and technical education business and information technology course that will prepare students for careers in business and industry as providers of software solutions. Students will learn to design, develop, test, document, implement and maintain secure computer systems and software. Students will develop an understanding of IT professionalism including the importance of ethics, communication skills, and knowledge of the "virtual workplace". Preparation for AP Programming A and AB as well as skills needed to acquire certifications will be an integral part of this program; e.g., Microsoft MCSD, Visual Basic, C/C++, Java, SQL, RDMS, etc. Essential skill areas include but are not limited to: Computer System Architecture; Information Systems Analysis; Principles of Programming & Software Design; Related Database Design; SQL/SQL Programming; and Client and Server Side Programming.

- Recommended Grade Level: 10-12
- Recommended Prerequisites: Algebra I, Algebra II, and Computer Applications
- Credits: A two- to eight-credit course over two to eight semesters
- May be offered over a two- or three-year period by subtitling the course Beginning, Intermediate, or Advanced
- A Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors diploma elective and directed elective course
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Course content standards and performance expectations and Indiana Academic Standards integrated at:
  http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business or appropriate occupational specialist (CTE) license teacher must teach this course:
  http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business or appropriate occupational specialist teacher: http://doe.in.gov/octe/
- Career Clusters: A recommended component for several career pathways in the Business, Management & Administration, Information Technology and Science, Technology, Engineering & Mathematics career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

PROFESSIONAL CAREER INTERNSHIP
(PCI)

5256

CIP Code: 52.9999 Business, Management, Marketing, and Related Support Services, Other

Professional Career Internship is a Career and Technical Education Business and Information Technology course that is designed to provide opportunities for students to explore careers that require additional degrees or certification following high school. The emphasis of the experience is on applying skills developed through instruction and on learning new career competencies at the internship site. The internship is tailored to the unique needs and interests of the student and is considered a high school capstone experience towards fulfillment of the student's career plans for the future. Upon completion of the internship, students will review and revise their career plans. A learning agreement outlines the expectations of all parties: the student, parent, site supervisor/mentor, internship supervisor, and the school. Students participating in these structured experiences will follow class, school, business/organization, State, and Federal guidelines. Internships may be paid or unpaid and must include a classroom component (such as a series of seminars, workshops, or class meetings) and regular contact between the student and internship coordinator.

- Recommended Grade Level: 11-12
- Recommended Prerequisites: Computer Applications and Sequence of courses in the student's career pathway
- Credits: A one- or two-credit course over one semester
- Course may be repeated for a second semester in a new internship placement
- A Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors diploma elective and directed elective course
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- A minimum of 70 hours of workplace experience and a minimum of 15 hours of workshops, seminars, and/or classroom activities is required for one credit
- A minimum of 140 hours of workplace experience and a minimum of 30 hours of workshops, seminars, and/or classroom activities is required for two credits
- Internship placement must match career interest
- Course content standards and performance expectations and Indiana Academic Standards integrated: http://www.doe.in.gov/octe/bme/curriculum/contentstandardsvoc.htm
- Teacher Requirements: A vocationally licensed (CTE) business or marketing teacher must teach this course: http://doe.in.gov/dps/licensing/assignmentcode
- Funding: State Additional Pupil Count (APC) vocational funding available and must be taught by a vocationally licensed (CTE) business or marketing teacher http://doe.in.gov/octe/
- Career Clusters: A recommended component for career pathways in all Indiana career clusters
- Career pathway information: http://www.doe.in.gov/octe/facs/CrrClstrGrid.html

+Business Professionals of America (BPA) is conducted on regional, state, and national levels and tests competency in various areas of business/office occupations. The words "Business," "Professionals," and "America" define the focus of BPA. Business: the field for which we prepare our students; emphasizes that we educate our students to work efficiently, not only in an office setting, but also in a wide variety of business situations. Professionals: our students indicate they join BPA to take advantage of a wide variety of professional development opportunities. America: symbolizes pride in our country and its free enterprise business system. The Special Recognition Awards Program and the Torch Awards Program are open to participation by all chapters and recognizes outstanding, actively involved members on the local, regional, state, and national levels.